*Figure 89: Change Source Data Range
dialog*

Modifying the data range and data series

To change the data range or data series, do the following:

1) Select the chart by double-clicking on it to enter edit mode. The chart should now be surrounded by a gray border.

2) Open the Data Ranges dialog using one of these methods:
   – Go to **Format > Data Ranges** on the Menu bar.
   – Click on the **Data Ranges** icon on the Formatting toolbar.
   – Right-click on the chart and select **Data Ranges** from the context menu.

3) Edit the data range on the *Data Range* tab, which is similar to the *Choose a Data Range* area shown in Figure 75 on page 102.

4) Edit data series on the *Data Series* tab, which is similar to the *Customize Data Ranges for Individual Data Series* area shown in Figure 76 on page 104.

5) Click **OK** to save changes and close the dialog. If desired, click outside the chart to leave edit mode.

> ⓘ **Tip**
>
> If Calc is taking a significant amount of time to process a large amount of data for a chart, try this: Select only limited data for each data series to initially organize the chart. Adjust the settings until the chart looks as desired, then select all of the data.

For further information, see "Selecting data range" on page 102 and "Selecting data series" on page 103.

Opening the Data Series dialog

The Data Series dialog offers several options for presenting data in the chart. Note that only one data series can be selected at a time.

To open the Data Series dialog (Figure 90):

1) Select the chart by double-clicking on it to enter edit mode. The chart should now be surrounded by a gray border.

2) Do one of the following to select the data series:
   – Click on the data series in the chart.
   – Click the data series name in the *Select Chart Element* drop-down list on the Formatting toolbar.

3) Do one of the following to open the Data Series dialog:
   – Go to **Format > Format Selection** on the Menu bar.